

**VACANCY ANNOUNCEMENT
2007-11-12CEIT**

U. S. COURT OF APPEALS THIRD CIRCUIT

IT Support Specialist

Closing Date: December 7, 2007

Salary: CL 25 -26 based upon qualifications and experience

(Min. \$36,901- Max. \$66,089)

POSITION OVERVIEW

The Circuit Executive's Office supports the U.S. Third Circuit Court of Appeals and district courts within the Third Circuit, which include Pennsylvania, New Jersey, Delaware and the U.S. Virgin Islands.

Responsibilities:

Handle hardware and infrastructure support for the Court of Appeals. Assist with systems support, configuration and maintenance.

General Experience:

Three years of general personal computer experience. Requires highly motivated person with the ability to communicate effectively, both orally and in writing. Good organizational skills and the ability to work well with people is necessary.

Specialized Experience:

Two to three years of specialized experience maintaining and supporting computer hardware; courtroom/video technology; user support.

Court experience and knowledge of federal court system preferred.

Educational substitutions:

Education above high school level in an accredited institution may be substituted for the required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months experience.

BENEFITS

- 10 paid holidays per year
- Up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Optional long-term care insurance

- Optional participation in Health and Dependent Care Reimbursement Accounts
- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen, or a citizen of a country with a defense treaty with the U.S. who is eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a fingerprint check. Direct deposit of pay required.

APPLICATION INSTRUCTIONS

Submit applications on-line via www.ca3.uscourts.gov/ceapplications

The U.S. Court of Appeals is an Equal Opportunity Employer